ARKANSAS INSURANCE DEPARTMENT
FUNERAL SERVICES DIVISION | EMBALMERS & FUNERAL DIRECTORS

REQUEST FOR APPROVAL OF ACCREDITATION FOR CONTINUING EDUCATION

**** $100.00 APPLICATION FEE ****

**** OFFICE USE ONLY ****

Date: _____ Approval Number: _____ Hour(s) Approved: _____

E-Mail Address: _____

Requesting Individual or Organization: _____

Coordinator: _____ Title: _____

Address: _____ _____ _____ _____
Street Address / P.O. Box | City | State | ZIP Code

Name of Program: _____

"Clock Hours" of Course (Anticipated): _____

Instructor: _____ Title: _____

Instructor's Credentials: _____

_____

Description of Material to be Covered: (A program outline – including times for all portions of the program and any breaks MUST BE ATTACHED): _____

_____

Date of Program: _____ Location: _____

Registration Options: ❑ Phone-In _____ ❑ Fax-In _____

❑ Write-In (Address) _____

Cost (Per Person): $_____ Licensees in Attendance (Anticipated): _____

Person to Certify Attendance: _____

If approval is granted, how do you feel attending this course/session will help the licensee to better serve the public? _____

_____

_____

Please attach any additional documentation/information that could be reviewed by the Board in its decision-making process as to the approval of the CE course/session (program brochures, websites, references from other agencies that have approved and utilized the programs for continuing education, etc.). Additional information may also be attached to this CE Application.

WITHOUT ADEQUATE INFORMATION, THE BOARD CANNOT GRANT APPROVAL.

Return Completed Form To:

Arkansas Department of Commerce
Arkansas Insurance Department | Funeral Services Division
1 Commerce Way, Suite 502 | Little Rock, AR 72202-2087
Phone (501) 682-0574 | Fax (501) 682-0575
E-Mail: AID.EFD@arkansas.gov

17 CAR § 30-506. Continuing education.

(a) Requirements for embalmers.

(1)(A) Every licensed embalmer who desires to be actively engaged in the practice of embalming in Arkansas shall submit with the annual renewal application, evidence of satisfactory completion of at least six (6) hours of classroom instruction.

(B) If the embalmer renewed for a biennial license, then he or she shall submit evidence of satisfactory completion of at least twelve (12) hours of classroom instruction.

(C) Classroom instruction includes:

(i) A traditional brick and mortar style classroom environment;

(ii) Instruction provided remotely by the use of digital media, including:

(a) Live webinars; and

(b) Self-guided courses that provide for a test and certificate of completion; and

(iii) Any other method of instruction that is approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(2)(A) Every licensed embalmer who is not actively engaged in the practice of embalming in Arkansas shall be exempt from the continuing education requirements set forth above.

(B) If the person becomes engaged in the active practice of embalming, such person shall, within the first year of becoming engaged in the active practice of embalming, meet the continuing education requirements as stated above.

(**b) Requirements for funeral directors.**

(1)(A) Every licensed funeral director who is actively engaged in the business of funeral directing in Arkansas shall submit with the renewal application, evidence of satisfactory completion of at least six (6) hours of classroom instruction.

(B) If the funeral director renewed for a biennial license, then he or she shall submit evidence of satisfactory completion of at least twelve (12) hours of classroom instruction.

(C) Classroom instruction includes:

(i) A traditional brick and mortar style classroom environment;

(ii) Instruction provided remotely by the use of digital media, including:

(a) Live webinars;

(b) Self-guided courses that provide for a test and certificate of completion; and

(iii) Any other method of instruction that is approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(2)(A) Every licensed funeral director who is not actively engaged in the business of funeral directing in Arkansas shall be exempt from the continuing education requirements set forth above.

(B) If the person becomes engaged in the active practice of funeral directing, such person shall, within the first year of becoming engaged in the active practice, meet the continuing education requirements as stated above.

(c) Requirements for individuals dually licensed as an embalmer and funeral director.

(1) Every licensee holding both an embalmer and a funeral director license, who desires to be actively engaged in the practice of both arts, shall submit with the annual renewal form evidence of satisfactory completion of at least six (6) hours of classroom instruction.

(2) If the dually licensed individual renewed for a biennial license, then he or she shall submit evidence of satisfactory completion of at least twelve (12) hours of classroom instruction.

(3) Classroom instruction includes:

(A) A traditional brick and mortar style classroom environment;

(B) Instruction provided remotely by the use of digital media, including:

(i) Live webinars; and

(ii) Self-guided courses that provide for a test and certificate of completion; and

(C) Any other method of instruction that is approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(d) Requirements for crematory retort operators. Every licensed crematory retort operator who desires to be actively engaged in operating crematory retorts shall timely submit a renewal application for licensure.

(e) Actively engaged is defined as:

(1) Practicing the science of embalming; and

(2) Engaging in the business of arranging or conducting funerals.

(f)(1) Every licensee who is not actively engaged in the practice of embalming or funeral directing in Arkansas shall be exempt from the continuing education requirement.

(2) If the person becomes engaged in the active practice of embalming, funeral directing, or operating a crematory retort, such person shall within the first full year after becoming engaged in

the active practice, meet the continuing education requirements specified by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(g) "Lifetime licenses" means those licensees who hold a lifetime license are exempt from meeting the continuing education requirements.

(h) Those licensees who have been licensed for twenty (20) years and have attained the age of sixty-five (65) are exempt from the continuing education requirements.

(i) "Out-of-state licensee" means every licensee who holds a valid Arkansas license but lives outside of the State of Arkansas and is not actively engaged in funeral directing, embalming, or operating crematory retorts, is not required to meet the continuing education requirements.

(j) Continuing education — License requirements and exemptions.

(1)(A) All actively engaged embalmers and funeral directors shall have attained six (6) hours of continuing education annually, or at least twelve (12) hours biennially.

(B) Proof of satisfactory completion of the continuing education shall accompany the renewal application.

(C) Those licensees who fail to attain the required continuing education hours by the expiration date of the licensing period will be notified by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services of the deficiency, and the license will not be renewed, causing it to expire.

(2) The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services shall have the power to excuse licensees from the continuing education requirements as set forth in this part.

(3)(A) Continuing education credit may be obtained by attending and participating in continuing education courses or workshops previously accredited by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services, or which otherwise meet the requirements stated in this part and are approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(B) This includes continuing education credits approved by other states.

(4)(A) When an organization, educational institution, or person is an accredited sponsor, all continuing education programs of the organization, educational institution, or person, shall be subject to approval by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(B) Each organization, educational institution, or person, shall upon completion of an application and a fee set by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services, be notified of the approval or disapproval of the course or courses at least thirty (30) days before the course or courses are offered.

(5)(A) When renewing annually, no more than three (3) continuing education hours can be carried over from one (1) licensing period to the next.

(B) When renewing biennially, no more than six (6) continuing education hours can be carried over from one (1) licensing period to the next.

(6) Continuing education requirements are waived the first year of licensure.

(7) Continuing education requirements for individuals who have been granted an Arkansas license in funeral directing, embalming, or both, based upon licensure in another state, district, or territory of the United States, shall be waived for the first year of licensure.

(8)(A) Continuing education credits shall be granted for any community college, junior college, or four-year university course relating to and approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services for the continuing education requirements.

(B) Each applicant for such a course shall also supply the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services a certificate of completion, the completed grade, and the number of hours received in such a course accredited by the college or university.

(k) Any licensee who has been found to have submitted credits for continuing education hours but has not attended the hours or did not complete the hours shall be subject to disciplinary action by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(l) Continuing education seminars.

(1) Standards for approval.

(A) A continuing education course or workshop shall be qualified for approval if the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services decides that it:

(i) Constitutes an organized program of learning, including a symposium, which contributes directly to the professional competency of the licensee;

(ii) Is related to the practice of mortuary science or funeral services;

(iii) Is conducted by individuals considered experts in the subject matter of the program by reason of education, training, or experience; and

(iv) Is accompanied by a paper, manual, or written outline which substantially describes the subject matter of the program.

(B) Except as may be allowed by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services, a licensee shall not receive credit for:

(i) Any funeral merchandise, products, programs, or tours; or

(ii) Duplicate programs taken within the previous two (2) years.

(2)(A) Any licensee in Arkansas who serves as a lecturer or discussion leader shall be given continuing education credit to the extent it contributes to the professional competence of the applicant.

(B) Repetitious presentations shall not be counted.

(C) Not more than two (2) hours of the total annually required continuing education hours may be satisfied in this manner.

(D) Not more than four (4) hours of the total biennially required continuing education hours may be satisfied in this manner.

(3) Sponsorship of seminars.

(A) Any organization, supplier, group, or corporation wishing to sponsor a seminar, symposium, or other meetings with employees or licensees shall:

(i) Submit to the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services no less than sixty (60) days from the planned event, an application supplied by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services outlining the:

(a) Event;

(b) Speaker; and

(c) Course description; and

(ii)(a) Submit the application fee.

(b) Multiple events, seminars, and symposiums held at the same location while by the initial sponsor making application will be considered as the same event.

(B) Following a seminar approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services, sponsors must, within thirty (30) days, complete and submit all paperwork required by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services, including the:

(i) Names of persons attending;

(ii) License number;

(iii) Date of attendance; and

(iv) Hours completed.

(4) State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services sponsored and other seminars.

(A)(1) The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services may provide an online list of accepted programs that are available to licensees.

(2) This list may include course offerings not only in Arkansas but also in other states as deemed necessary by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services to make available to its licensees as wide a variety of courses and offerings as possible.

(B)(1) The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services may sponsor continuing education programs.

(2) The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services may make these programs available to licensees by registration and an applicable fee as set to cover expenses of these events.

(3) Written evidence of attendance shall be issued by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services at these events to meet the requirements as set forth by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(5) Professionally recognized organizations. Organizations exempt from the application fee for courses offered to licensees in the continuing education requirements are:

(A) The National Funeral Directors Association;

(B) The National Selected Morticians;

(C) The Order of the Golden Rule;

(D) The Tri-State Funeral Directors meeting held jointly by the states of:

(i) Arkansas;

(ii) Mississippi; and

(iii) Louisiana;

(E) The National Funeral Directors and Morticians Association;

(F) The National Foundation of Funeral Service;

(G) Accredited colleges of mortuary science;

(H) Any educational institution licensed by the Arkansas Higher Education Coordinating Board;

(I) Preferred Funeral Directors International;

(J) The Academy of Professional Funeral Service Practice;

(K) The Arkansas Funeral Directors Association;

(L) The Arkansas Funeral Directors and Morticians Association;

(M) Quad State Funeral Directors and Morticians Association;

(N) Any Academy approved CE unit;

(O) Northeast Arkansas Funeral Directors;

(P) Northwest Arkansas Funeral Directors;

(Q) Central Arkansas Funeral Directors;

(R) Southeast Arkansas Funeral Directors; and

(S) Southwest Arkansas Funeral Directors.

(m) Program integrity and accessibility by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(1)(A) Each continuing education course or workshop already approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services may be monitored or reviewed by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services.

(B) Upon evidence of significant variation in the program presented from the program application submitted and approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services, all or any part of the approved hours granted the program may be disapproved.

(2)(A) State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services members and State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services employees shall be admitted to any scheduled seminar, session, or event approved for continuing education credits at no charge, for the sole intent and purpose to monitor the licensees present and the content of the course.

(B) State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services members and staff, however, cannot claim any course credit for such meetings where they served as monitors of the licensing requirement.

(C) Any sponsor of a course held out for the funeral directors or embalmers of this state shall not deny any State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services member or State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services staff access to the courses or significant paperwork as to attendance or course matter when requested.

(3)(A) No sponsor, individual, corporation, or agency having been approved by the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services to present continuing education courses, shall represent to the State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services that persons who did not actually attend the course or did not complete the course work, in fact, attended, or completed the work, whichever the case may be.

(B) If the sponsor, individual, corporation or agency is a license holder, that individual or entity will be subject to disciplinary action.

(n) Committee to oversee continuing education.

(1) The State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services shall be empowered to appoint a committee from itself or its membership, or staff, to oversee the application process and also appoint monitors if it so desires.

(2) In the event of a denial, in whole or in part, of any application for accreditation or approval of a continuing education course or workshop, the applicant or licensee shall have a right to request

that the matter be discussed at the next regularly scheduled State Board of Embalmers, Funeral Directors, Cemeteries, and Burial Services meeting.